

# Constitution of Indiana University Aikido Club

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## ***Preamble***

The name of this Club shall be the Aikido Club at IU. The main purpose of the Club shall be to provide an environment that encourages the social, spiritual and physical development of its members. Toward this end, the primary activity of the club shall be the practice of traditional Aikido as formulated by its founder, Morihei Ueshiba. An attendant purpose of the Club shall be to provide members with the means to continue their development and practice of Aikido when they leave Indiana University through:

1. fostering relationships with the other similarly affiliated Aikido clubs in the World;
2. providing the opportunity to train under other instructors at other dojo; and
3. providing senior members with the Aikido skills and supervised teaching experience needed to found other Aikido clubs.

This Club shall be associated with the Aikido Schools of Ueshiba (ASU) and Indiana Aikikai for the purposes of advanced training and Aikido fellowship.

*Division of Responsibility:* The Club shall be a cooperative effort in which all members are jointly responsible for the development of each individual. The Chief Instructor of the Club acts as leader and facilitator in this effort, and thus has primary responsibility for the training aspect of the Club. Primary responsibility for administrative matters shall fall on the Club Officers.

*Governing Documents:* The Club shall be governed in conformity with procedures set out in the Indiana University Club Sports Federation (CSF) Officers Manual, and any other publications or decisions made by CSF which are binding upon its constituent members, provided that the Club has proper notice of such rules and regulations.

This Constitution shall be the basis of Club participation, training, selection of instructors and selection of officers. In addition, the Club may adopt bylaws that are necessary or expedient to the governance of the Club, and/or which shall provide notice of procedure to members and instructors.

## ***Article I: Membership***

1. Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
2. *Limitations on Membership:* Membership in the club shall be open to all interested persons. In conformity with Club Sports Federation rules, at least 51 % of the membership shall be Indiana University students, and the club shall make a special effort to recruit from the University community.
3. *Classes of Membership:* With regards to members' rights, The Club shall have a single membership level which entitles members to receive instruction from the Club Instructors and participate in all club activities. In addition, with regards to the day to day operation of the club, two categories of members shall have special responsibilities:
  - A) *Safety Officers:* The role of Safety Officer can be fulfilled by any individual who has attended the proper training as explained in The IU Club Sports Federation Officers Manual. The duties of the safety officer, beyond those specified by the

CSF, are to ensure that the practice room is open at least five minutes prior to the start of scheduled practice, and that the practice area is safe prior to the start of scheduled practice.

- B) *Instructors:* Choice of the Chief Instructor shall ultimately lie with the members of the Club. Considerations such as safety-consciousness, teaching ability and ability to attract and retain new members are all important in this choice. Other instructors may include Club members with the most experience (in years studied or in rank) in ASU Aikido, at the discretion of the Chief Instructor. The Chief Instructor may at any time designate Associate Instructors in order to draw upon their special skills, to give them teaching experience, or to act as substitutes when needed. In the event a new Chief Instructor is needed, the present Chief Instructor shall choose a replacement based on the above criteria and in consultation with all available members, especially the acting Club Officers. The Chief Instructor, upon approval of the Club Officers, shall then present a nomination for the new Chief Instructor at the next general meeting of the club, whereupon the members shall vote to accept or reject the new instructor. Voting is by two-thirds majority, and all members may vote. It is anticipated that the Chief Instructor's consultation with Club members and Officers shall lead to the selection of a nominee favored by a majority of Club members. If, however, the nominee is rejected, the Chief Instructor shall begin the selection process again, and continue said process until an acceptable replacement is found.
4. *Selection and Revocation of Membership:* The practice of Aikido is designed to encourage an active concern for the welfare of others, including one's own practice partners. Occasionally, however, an individual cannot or refuses to understand and follow this principle. In this case, the Instructor present shall attempt to impress upon the offending member the need for care and safety in the practice of Aikido. If one or more of these attempts are unsuccessful, the Instructor shall notify the Chief Instructor and all Club Officers about the member in question. Instructor(s) and Club Officers shall meet with the offending member and shall explain that any further violations shall result in expulsion from the club. If the offending member continues to disregard the safety of others, any combination of Instructor, Faculty Advisor, and Club Officers present shall then inform the offender that s/he is expelled from the Club. After a period of one year, the expelled member shall again be eligible for Club membership.
5. *Membership Dues:* Membership in the Club shall be contingent on the payment of semester dues, paid to a Club Officer at the beginning of each semester or at the time of joining the club. Prospective members shall be allowed free practice for a period of up to two weeks, after which the semester dues shall be required. Officers and Instructors will not be required to pay dues.

## ***Article II: University Compliance***

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

## ***Article III: Executive Officers***

The Club shall have the following executive positions:

1. *President:* The President is the executive administrative head of the Club. As such, the President's responsibilities include:

- A) chairing Executive Committee meetings;
  - B) appointing special committees;
  - C) acting as liaison with club instructors as a group;
  - D) acting as liaison with club advisor;
  - E) acting as liaison between the club and other dojo, particularly with Indiana Aikikai; and
  - F) representing the IU Aikido Club in all dealings with University officials, particularly with IU Club Sports Federation.
2. *Vice President*: In circumstances when the President is unable to fulfill the responsibilities enumerated above, the Vice President shall represent the Club on a temporary basis and, if necessary, replace the President if s/he remains unable to fulfill duties for an extended period of time. In addition, the Vice President shall:
- A) oversee any committees established by the President;
  - B) manage the Club web page; and
  - C) maintain communications with other Aikido dojo regarding upcoming events.
3. *Secretary*: The Secretary shall:
- A) be responsible for the minutes of each Executive Committee meeting;
  - B) maintain Club roster information, including spreadsheets with membership information; and
  - C) periodically file Tort Waiver information with Club Federation Sports and ensure that adequate tort waiver forms are available in the dojo.
4. *Treasurer*: The Treasurer shall:
- A) be responsible for the collection of dues from members each semester;
  - B) maintain Student Organization Account (SOA) and Club Sports Federation Allocation funds; and
  - C) create a Budget proposal for the Club during the Spring semester in consultation with the Club President.

#### ***Article IV: Advisor***

The advisor of the Club shall be responsible for consulting the rest of the Club Officers on matters pertaining to the club's successful operation according to Indiana University Recreational Sports' guidelines and requirements. This includes but is not limited to organizing events such as seminars and demonstrations, acquiring safety officer accreditation, and keeping the club's status with the University current.

#### ***Article V: Meetings***

The Club shall meet according to a regular class schedule announced to the public through posters, online media and other channels available through Indiana University Recreational Sports. The proceedings of Club meetings shall be determined by the Instructors and Club Officers available. In addition, all Club Officers shall have the option to schedule extra meetings if circumstances require them and a venue can be arranged that meets the Club's and the University's safety requirements. Examples of situations requiring extra meetings include but are not limited to upcoming tests, seminars and demonstrations. Attendance and minutes from these meetings, if relevant, shall be recorded by the Club Secretary or any other available Club Officer.

#### ***Article VI: Elections***

During the Spring semester of each academic year, the Club shall elect a president, vice-president, secretary and treasurer. These positions are open to all registered students, and voting is by simple majority of all Club members. The duties of these officers are explained in detail in the IU Club Sports Federation Officers Manual, as well as the Aikido Club Bylaws (if currently in effect). Exceptions to this procedure will occur in the following circumstances:

- In the event that an officer graduates early, or for any other reason is no longer able to fulfill their duties, a special election will take place to fill their position.

### ***Article VII: Non-Hazing***

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

### ***Article VIII: Dues and Budgets***

1. *Dues*: The Club shall require its members to pay semester dues as described in Article 1.5 to go towards the Club's budget and cover expenses including but not limited to the purchase of training weapons and uniforms, maintenance of the practice area, organization of seminars and social events. The amount of dues to be paid each semester by each member shall be decided at a meeting of all Club Officers, and shall be collected by the Club Treasurer. The Club Treasurer shall also be responsible for overseeing the Club's budget and communicating any and all relevant information concerning the Club's finances to the other Club Officers.
2. *Expenditures*: The Club's expenditures shall be handled according to the plan outlined below:
  - A) *Definitions*:
    - a) Mandatory expenditures include:
      - i. payment of fees incurred by Club members, officers and instructors necessary to maintain a reasonable number of Safety Officers for the Club;
      - ii. payment of fees associated with authorized bank transactions for the Club;  
and
      - iii. payment of other requisite fees or sanctions incurred by the Club.
    - b) Discretionary expenditures include:
      - i. Food and drink: payment for food and nonalcoholic beverages for Club members, officers, and/or instructors at a Club social event or meeting;
      - ii. Advertising: payment for Club advertising materials such as chalk, paper and other supplies, as well as printing services and fees to advertise in printed or other media;
      - iii. Fundraising: expenses of creating merchandise or other materials for fund raising purposes;
      - iv. Instructor services: payment for instruction, including Club instruction time and fuel expenses;
      - v. Seminar expenses: payment of transportation costs, mat fees, and other specified expenses at regional seminars sponsored by a member dojo of the Aikido Schools of Ueshiba (ASU);

- vi. Equipment: expenses for replacement of or provision of new dojo equipment that is not reimbursed by Indiana University;
  - vii. Maintenance: expenses associated with the upkeep of the Club dojo that are not reimbursed by Indiana University; and
  - viii. Donations: charitable gifts made by the Club to the ASU or an ASU member dojo.
- B) *Approval Procedures:* Club members, officers and instructors must seek approval as provided below to ensure reimbursement by the Club. Failure to follow these procedures may result in refusal by the Club to reimburse expenditures.
- a) Mandatory expenditures: No approval is necessary for reimbursement of these expenses; however, determination and selection of Safety Officers shall be made each year by Club instructors.
  - b) Discretionary expenditures: Approval by Club officers as provided below is required before any expenditure is made.
    - i. Informal approval: Food and advertising expenditures not to exceed twenty-five dollars (\$25.00) may be approved informally by the Club President or a majority of the Club officers.
    - ii. Formal approval: Food and advertising expenditures exceeding twenty-five dollars (\$25.00), as well as other discretionary expenditures not otherwise specified in this section, shall be approved through discussion and vote of all the Club officers, subject to the following procedures:
      - 1. The applicant proposing the expenditure shall have the opportunity to set forth in writing or orally, at the discretion of the Club officers, the proposal for consideration by the Club officers.
      - 2. A two-thirds (2/3) majority vote of the officers is required to approve the proposal.
      - 3. In the case of a tie vote by the officers, the matter shall be submitted to a vote by all Club members. Notification of the vote shall occur not less than two (2) weeks prior to the vote. A three-fourths (3/4) majority of members present, including officers, shall pass the proposed expenditure.
    - iii. Member approval: Decisions involving discretionary expenditures for:
      - 1. the benefit of individual club members or
      - 2. development of merchandise for club members should be confirmed by a vote of the Club members after or in addition to approval by vote of the Club officers. Expenditures such as: selection of Club design for t-shirts, etc., spending for member attendance at regional ASU seminars, and Club funding of seminars are instances where confirmation by vote of General Club membership should be sought.
    - iv. Financial constraints: No discretionary expenditure shall be approved or reimbursed by the Club which would result in a Student Organization Account (SOA) balance of less than fifty dollars (\$50.00) at any time.
- C) *Method of Payment:* In some instances, the Club can save money on expenditures through having our account billed directly. Where time permits, those members making approved expenditures in the Bloomington area should contact the Club Treasurer before making purchases.

- D) *Reimbursement Procedures:* Following a mandatory or an approved discretionary expenditure, the member, officer or instructor should remit an official receipt of the transaction to the Club Treasurer not later than one (1) month after the expenditure. Reimbursement shall be made from Club funds in a timely manner, subject to the limitations described below:
- a) No reimbursements shall be made without an official itemized receipt of the transaction; copies of the receipt are acceptable.
  - b) Expenditures made during the summer months must comply with approval procedures set out above; a receipt of the transaction shall be received and reimbursed by the Club Treasurer as soon as practicable after the commencement of the fall semester.
  - c) In cases of extreme necessity, reimbursement of expenditures may be sought without prior approval of the Club. In such an instance, Club officers should consider the following criteria when deciding whether to reimburse the expenditure:
    - i. whether approval of the expenditure could have been sought, and if so, why it was not;
    - ii. whether the expenditure was necessary in light of the circumstances surrounding it;
    - iii. whether the Club shall benefit from the expenditure in light of its cost;
    - iv. whether reimbursement of such types of expenditures are generally made by the Club;
    - v. whether other relevant factors should permit reimbursement in this case.

### ***Article: Finances***

The financial affairs of the Club shall be conducted by the Club Treasurer according with the CSF and SOA policies and procedures.

### ***Article X: Personal Gains Clause***

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

### ***Article XI: Amendments***

Amendments to this Constitution can be made by a two-thirds vote of a quorum of active members. Quorum requires that at least ten members cast a vote. Absentee voting is permitted. Notice of one month must be given. Proposed amendments may originate from Club Officers or through the appointment by the Officers of a Committee entrusted with the revision of the Constitution. Bylaws may be adopted each year by the membership of the Club. Such bylaws shall remain in effect until they are repealed by a vote of the general membership of the Club. A simple majority is necessary to adopt or affect a repeal of any bylaws.